

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32345
Phone (850) 342-0223 - Fax: (850) 342-0225



911 ADDRESS

A new 911 address will be assigned when requested; however, all 911 addresses are based upon the measured location of the center of the driveway access point to the property. Driveway connections to any public or private road that provide access to a residence shall be required to obtain a Jefferson County 911 address.

NOTE: When an existing driveway becomes the access point for a third residence, the existing driveway shall be named as a private road and any subsequent residences shall be assigned a 911 address based on the location of the driveway to the new residence along the new private road. The proposed name shall be approved by the Planning Official in accordance with **Section 10-135** of the **Jefferson County Code**.

Jefferson County Code Sec. 10-138. - Posting of numbers.

Each principal building or structure, within the unincorporated county and participating incorporated municipalities, and each principal land use without a principal building or structure, shall have its building number properly displayed, whether or not mail is delivered to such structure or property. It shall be the duty of both the owner and occupant of each building, structure or property to post the assigned number in the following manner:

- (1) The principal address number shall be displayed at the intersection of the drive to the building and the road passing the property either public or private. The number shall be displayed in such a manner as to be seen from either direction when passing down the road. The number shall be between two and four feet off the ground. It can be fastened to the mailbox if it is within ten feet of the drive and there is no chance it could be mistaken for a neighbor's number. All vegetation must be kept from covering the number. If the building is in a subdivision or city street type situation and less than 75 feet from the road, the number can be placed on the building within three feet of the front door as long as it is viewable from the road by a passing vehicle.
- (2) When more than one building, use, suite, unit, or apartment is assigned the same address number and individual buildings, uses, suites, units or apartments are assigned separate identifying letters or numbers, the common address number shall be displayed as provided in subsection (1) of this section and the individual building, use, suite, unit or apartment number shall be displayed on or within three feet of the door of each unit.
- (3) Street address numerals shall be Arabic, made of reflective material and shall not be less than four inches in height and one-half inch in width.
- (4) The numerals shall be of contrasting color with the immediate background of the building, structure or material on which they are affixed.
- (5) Any other numbers which may be mistaken or confused with the assigned street address shall be removed upon proper display of the assigned number.
- (6) The original number sign for every residence or structure will be available at the 911 office located at the county jail. The owner of each address shall be responsible to display their address number at all times in accordance with this article. The number does not have to be one supplied by the county as long as it meets the requirements of the county. Replacement number signs can be purchased at the 911 office at a price that covers the cost of the sign.

The Fee for a new 911 Address number is **30.⁰⁰**

Make checks payable to: **Jefferson County Board of County Commissioners**

REQUIRED INFORMATION:

Owner Name: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

PROPOSED ADDRESS SITE:

Parcel Tax ID #: _____ Phone #: _____

Name of Public or Private Road: _____

NOTE: The information on the following sheet(s) should be filled out by the applicant upon receipt of the address plaque.

E - 911 INFORMATION

911 Address assigned to this packet _____

Current mailing address: _____

OWN _____ RENT _____ If renting, name and phone number of landlord _____

FULL NAME OF PERSON(S) LIVING AT ASSIGNED ADDRESS:

TELEPHONE NUMBER (S) AT THIS ADDRESS:

NUMBER:

NAME ASSIGNED TO PHONE:

_____	_____
_____	_____
_____	_____
_____	_____

List a contact person, other than those living at this address, in case of emergency (relative, friend) or if a business & an after-hour phone number: _____

ELECTRIC COMPANY: _____

GAS/ PROPANE COMPANY: _____

Is your home equipped with an alarm or life line? YES _____ NO _____

Name and phone number of service provider: _____

Contact person and phone number(s): _____

Do you have an automatic or locked gate? YES _____ NO _____

What is the entry code? _____

If locked how will emergency personal gain entry? _____

Fill out completely, accurately and return or fax to Jefferson County Planning Department.

DO NOT MAIL IN.

The information entered by you herein is for emergency services. It will not be given or sold to anyone. Upon payment and return of this sheet a 911 plaque with numbers will be issued.

E-911 - OPTIONAL ADDITIONAL INFORMATION

This information could be critical to you and emergency service personnel. Only Emergency Services will have this information. List anyone in the household that has to use oxygen, breathing machine or is an insulin dependent diabetic. The reason for this request is in case the county has long term power outages. Additionally, list any other medical problems that rely on electricity. List any special medical conditions, allergies, or any other information regarding those who normally occupy the residence that could be critical for a first responder to know about, including any service animals, pets, guard dogs, or other animals or special conditions, elevators, basements, etc.

[illegible]

Return sheet to the E 911 issuing office
Jefferson County Planning Department
445 West Palmer Mill Road

Office hours are Monday, through Friday 8:00 AM – 4:00 PM. Excluding Holidays
Telephone number 850-342-0223 - Fax Number 850-342-0225.